

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: District Office Assistant II**

**BASIC FUNCTION:**

Under general supervision of a district administrator, to perform a wide variety of clerical functions of average difficulty, including typing and other general office duties.

**ESSENTIAL DUTIES:**

- Perform a variety of clerical tasks, including typing, proofreading, filing, and the recording of data.
- Schedule appointments, meetings, catering, and room assignments as directed.
- Completes duplication tasks as assigned.
- Compile information and prepare reports and summaries.
- Answer the telephone and provide the caller with routine information and data.
- Assist the public and office visitors by answering routine inquiries, by providing them with information and data, and by directing them to appropriate offices.
- Maintain a variety of alphabetical, numerical, and subject matter files and records.
- Type from rough drafts and notes, and prepare the final copy of material.
- Perform a variety of data entry functions using a computer.
- Receives, sorts, and distributes mail.
- Maintain simple financial or statistical records.

**OTHER REPRESENTATIVE DUTIES:**

- May compose routine letters and memoranda.
- May receive and distribute books and other instructional materials or equipment.
- May receive money and prepare receipts for bank deposits.
- Engage in cross-training on district functions and demonstrate use of knowledge to support office needs.
- Participates in job-related or District training as required.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Appropriate English usage, spelling, grammar, punctuation, and arithmetical concepts;
- Modern office methods, practices and procedures, including filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading and office equipment operation;
- Record storage, retrieval, and management systems.
- School district organization, functions, policies, rules and regulations.

**Ability to:**

- Perform general clerical work of average difficulty with speed and accuracy;
- Explain and apply district policies;
- Address the public tactfully and courteously; answer questions in person and over the telephone;
- Use a computer to perform complex clerical and technical tasks;
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
- Make simple arithmetical calculations with speed and accuracy;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

## **MINIMUM QUALIFICATIONS:**

### **Experience:**

Two years of experience performing varied general office or clerical functions.

### **Education:**

Equivalent to completion of the twelfth grade, including or supplemented by coursework in keyboarding, record management, and general office practices.

## **LICENSES AND OTHER REQUIREMENTS**

Willingness to acquire valid CPR and First Aid certifications issued by an authorized agency.

### **Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

## **WORKING CONDITIONS:**

### **Environment:**

- Indoor office environment.
- Constant interruptions.

### **Physical Requirements:**

- Ability to stand or sit for extended periods of time.
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials.
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, , calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- A. Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.

## **Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

## **Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.

**SPECIAL REQUIREMENTS:**

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.